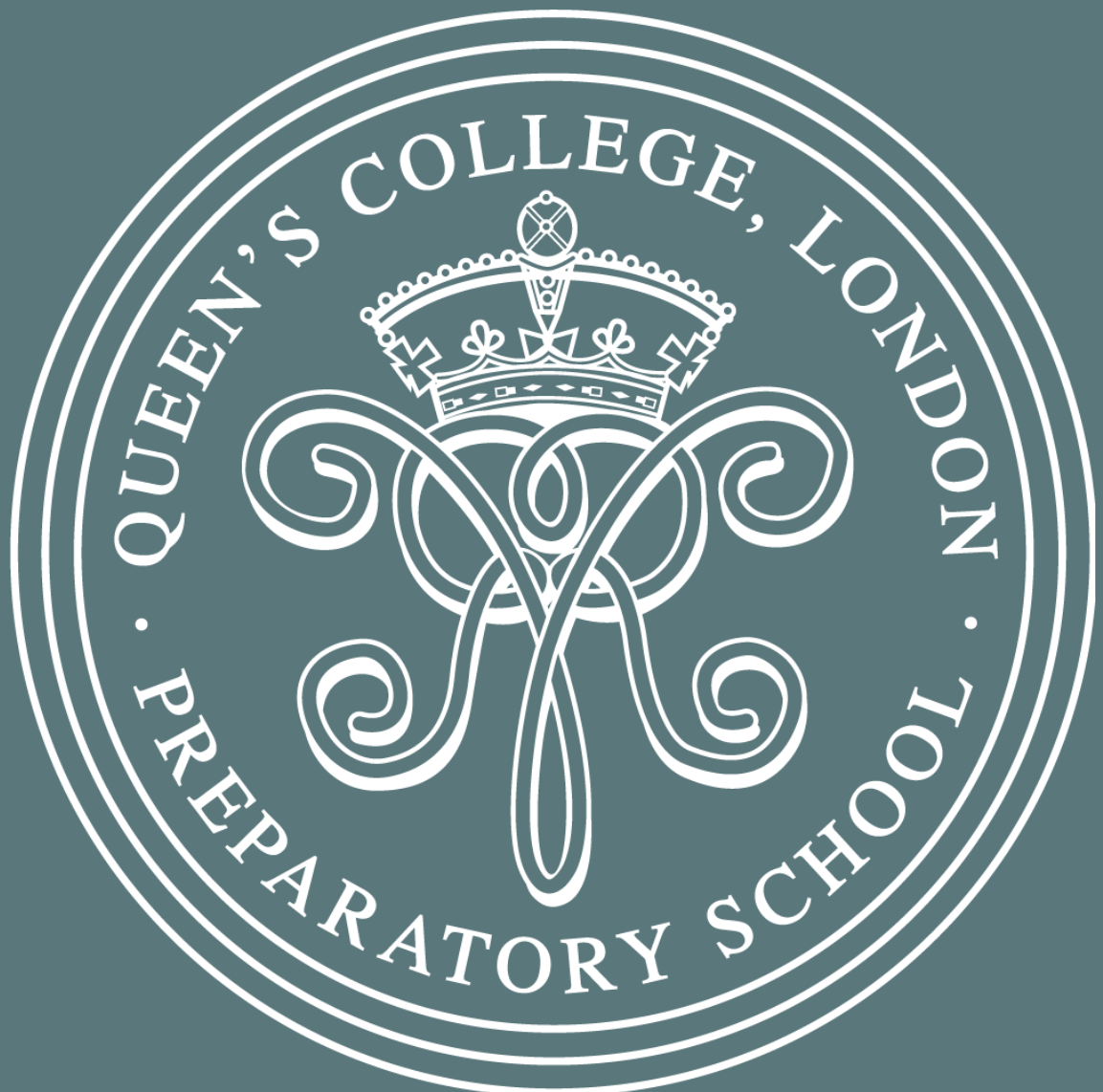


Queen's College Preparatory School (including Early Years Foundation Stage)

Intimate Care in the Early Years Foundation Stage (EYFS) Policy

*Due for review during
Michaelmas Term 2026*



Intimate Care in the Early Years Foundation Stage (EYFS) Policy

Queen's College Preparatory School believes there is a need to treat all pupils, regardless of age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity are of paramount importance. No pupil should be attended to in any way that causes distress or pain. Staff will work in close partnership with parents/carers ('parents') to share information and provide continuity of care.

The purpose of this policy is to:

- safeguard the rights and to promote the best interests of pupils in the care of Queen's College Preparatory School
- ensure that all pupils are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- safeguard adults required to operate in sensitive situations
- raise awareness and provide a clear procedure for intimate care
- inform parents in how intimate care is administered
- ensure parents are consulted in the intimate care of their children.

Every pupil is treated as an individual and care given is carried out as gently and as sensitively as possible. As far as possible, a pupil is allowed to exercise choice and encouraged to have a positive body image. Intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff are aware that matters concerning intimate care will be dealt with confidentially and sensitively, with the pupils' right to privacy and dignity maintained at all times.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a child after they have soiled themselves) to intimate areas. Some children are unable to do this because of their age, physical difficulties or other special needs. In most cases such care involves procedures to do with personal hygiene. In the cases of a specific procedure only staff suitably trained and assessed as competent undertake this.

At time it will be necessary for staff to aid a pupil in getting dressed or undressed in the Early Years Foundation Stage (Reception and Little Corgis). Staff always encourage pupils to attempt undressing and dressing unaided.

Soiling, Early Years Foundation Stage (Reception and Little Corgis)

Parents are asked digitally, to complete and sign the 'Permission for the Provision of Intimate Care in Little Corgis and Reception' (Appendix 1), prior to their child starting at Queen's College Preparatory School. This ensures the School follows the parents' wishes with regards to intimate care.

If a parent/carer does not give consent, the School contacts the parents or other emergency contact giving specific details about the necessity for cleaning the pupil. If the parent or emergency contact is able to come within a reasonable timeframe, the pupil is comforted and cared for in a discreet and calm space to preserve their dignity. The child will remain fully dressed at all times.

If a parent or emergency contact cannot attend, the School seeks to gain verbal consent from parent/carer for staff to clean and change the pupil.

If a parent or emergency contact cannot be reached, the Head of Early Years will be consulted and will act *in loco parentis* with the Deputy Head (Pastoral) to make an informed decision regarding the appropriate care and support for the pupil.

When physical contact with a pupil is necessary, staff remain mindful of the importance of respecting the child's privacy, wishes, and feelings. Particular care is taken to ensure the child's dignity is preserved, with privacy appropriately balanced against safeguarding requirements and the need for effective support.

When a pupil needs to be cleaned, staff ensure that:

- an area within the pupils' toilets is cordoned off
- a second member of staff is present to safeguard both the child and member of staff
- protective gloves and apron are worn by the member of staff
- the procedure is discussed in a friendly and reassuring way with the child at the beginning and throughout the process
- the pupil is encouraged to care for themselves as far as possible, using hand wipes, toilet tissues and paper towels
- physical contact is kept to the minimum possible, in order to carry out the necessary cleaning
- privacy is appropriate to the age of the pupil and the situation
- soiled clothing is put in a plastic bag, unwashed, and sent home with the child
- any soiled clothing is placed in a sealed plastic bag and sent home with the child for washing
- soiled wipes, paper towels, disposable aprons and protective gloves are double bagged and disposed of appropriately
- the area is cleared and cleaned
- if possible, the parent/carer is informed prior to collection at the end of the school day.

Pupils with a medical need, physical disability or other special need resulting in a specific procedure involving intimate care will have a Health Care plan completed by the child's parent and the School Nurse. The Health Care plan will give specific guidance on the procedure and on the agreed care to be given. Consent will be given for the School Nurse or a named and trained member of staff to give the intimate care.

Hygiene

All staff are familiar with normal precautions for avoiding infection. They follow basic hygiene procedures and have access to protective, disposable aprons and gloves.

Protection for staff

Members of staff are aware of the possibility of allegations being made against them and take precautions to avoid this risk. These include:

- gaining a verbal agreement from another member of staff that the action being taken is necessary
- allowing the pupil, wherever possible, to express a preference to choose a carer and encourage them to say if they find a carer to be unacceptable

- allowing the pupil a choice in the sequence of care
- being aware of and responsive to the child's reactions
- ensuring a second member staff is present throughout the process of the intimate care
- any concerns about physical changes in a pupil's presentation, eg. bruising, marks, soreness observed on the child during an intimate care procedure are recorded and reported to the Designated Safeguarding Lead, with safeguarding procedures followed.

Related documents

- Code of Conduct
- Early Years Foundation Stage Policy
- Administration of Medicines in the Early Years Foundation Stage Policy
- Safeguarding and Child Protection Policy

Written	Author/Reviewer	Review Date	Version
October 2025	Katie Paynter	September 2027	2025.01

Appendix 1

Permission for the Provision of Intimate Care in the Early Years Foundation Stage (Reception and Little Corgis)

If a child wets or soils themselves while at school, it is important that they are changed and, if necessary, cleaned as soon as possible to ensure their comfort and wellbeing.

Our Early Years staff are trained and supported to provide intimate care where parents have given consent for them to do so. Alternatively, if you would prefer, the School can contact you or your designated emergency contact to attend promptly and assist your child.

Queen's College Prep School has an **Intimate Care Policy**, which outlines our approach and procedures in full. A copy of this policy is available from the School Office upon request.

Parental Consent for Intimate Care

Name of Pupil: _____ Form: _____

Please indicate your preference regarding intimate care for your daughter while in the care of Queen's College Prep School:

☐ I give consent for my daughter to be changed and cleaned by the Early Years staff if she becomes wet or soiled during the school day.

☐ I do not give consent for my daughter to be changed and cleaned by the Early Years staff if she becomes wet or soiled. I understand that the School will contact me or my designated emergency contact to arrange for my daughter to be cleaned and changed. I understand that, in the event neither I nor any emergency contacts can be reached, staff may act appropriately *in loco parentis*, in consultation with the Head of EYFS or the Deputy Head (Pastoral). I understand that this may require staff to come into limited physical contact with my child in order to provide appropriate care and support.

Signed:	
Print Name:	
Date:	